

Street Appeal and Other Activities Requiring a License on Shire Property

Shire of West Arthur
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Determined by Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law – Part 5

If you intend to set up a street appeal such as busking, cake stall, wood raffle, or pop-up shop on the Shire of West Arthur road reserve (footpath), you will require approval from the Shire.

A copy of your Certificate of Currency of Public Liability insurance may be required.

ADDITIONAL DOCUMENTS

The documents listed below may be required to be submitted before approval can be considered.

- Certificate of Currency (Public Liability)
- Temporary Food Stall Application

APPLICANT DETAILS

Name of Applicant			
Name of applicant's company/organisation (if applicable)			
Mailing Address			
Town		Post Code	
Telephone No.		Mobile No.	
Email Address			

ACTIVITY DETAILS

Brief description of activity <i>i.e. wood raffle, cake stall, pop-up shop etc.</i>		
If this activity relates to a temporary food business i.e. sausage sizzle, cake stall, an approved Temporary Food Stall form is required prior to the Street Appeal conditional approval being issued. Please obtain a copy of 'Temporary Food Stall Application from the Administration office or download it here .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of approved Temporary Food Stall is attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of business/premises stall will be located at		
Street address of business/premises		
Date of proposed activity		
Time of proposed activity <i>(Please allow time for setup and pull-down)</i>		

STANDARD BOOKING CONDITIONS

Standard booking conditions apply to all bookings on Shire property. The Hirer must be 18 years or over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.

PLEASE:

- Obtain a Temporary Food Stall approval prior to submitting this request, if you intend selling or serving food;
- Submit a copy of your current Public Liability insurance, or advise why you do not have one
- Remove all litter and leave the area in a clean and tidy condition;
- Control noise so that the noise level does not disturb the general public;
- Keep to the activity's start and end times as shown on the approved booking confirmation letter;
- Restore any damage at your own expense;
- Ensure you are providing enough facilities, such as toilets and rubbish bins, to cater to the activity's needs;
- Ensure that 2m of clear pedestrian access is available at all times for pedestrians, prams, gophers, and wheelchairs;
- Remove fixtures or other items as soon as the activity is over; and
- Comply with any booking conditions imposed by the Shire.

PLEASE DO NOT:

- Throw confetti, rice or similar materials;
- Consume alcohol in a public place without required licenses – this is prohibited under State Government legislation; and
- Bring vehicles onto the reserve (footpath) without prior permission.

Booking approval is subject to more specific site conditions and conditions specifically relating to the type of activity you are conducting.

DECLARATION /ACCEPTANCE OF CONDITIONS OF USE

I accept that I have sought permission from the business/premises owner to set up street appeal outside of their business/premises. I understand that the Shire of West Arthur may not grant street appeal to me if the owner of the business/premises declines approval.

I understand that the owner of the business/premises can request that I remove my street appeal, if I have not sought their permission.

I have read, understood and agree to abide by the Standard Booking Conditions.

I agree to indemnify the Shire of West Arthur against all actions, claims, demands, and costs arising out of or in connection with the use/hire of this venue.

Signed		Dated	
Organisation		Position	

DECLARATION BY OWNER OF BUSINESS/PREMISES

I accept that I have given permission for street appeal outside my business/premises.

I understand that the Shire of West Arthur may not grant street appeal to the person/s who have applied.

Signed		Dated	
Organisation		Position	

OFFICE USE ONLY				
Date Received		Officer Name		
Booking entered into SmartSheet			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Event details entered into Shire of West Arthur website Events Calendar			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Certificate of Currency of Public Liability attached			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Temporary Food Stall approved			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Chief Executive Officer approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Signature	
CEO conditions:				
Form returned to applicant	Date		Signature	